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# Example of Production Scheduler Job Description

Our company is growing rapidly and is looking to fill the role of production scheduler. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for production scheduler

* Good knowledge of scheduling and supply chain processes
* Meets daily as part of the cross-functional supply chain team to resolve issues within the frozen and firm scheduling horizons
* Maintain raw material master data in SAP (MRP1, MRP2, ) to generate correct raw material purchase request
* Develops production plan in a Mach1 environment to accommodate customer demand within practical production capabilities and balances the often conflicting objectives of employment stability, efficient manufacturing and appropriate inventory levels to achieve optimum costs
* The ability Influence key stakeholders
* Assist with scheduling production activity in synch with MPS
* Run planned orders in two-week buckets to detail what boards are to be built
* Ensure Prep-Parts can and is keeping up with the build schedule
* Focus on minimizing changeovers and production schedule changes while maintaining the integrity of the production board revision
* Run clean-to-starts, on-time production shipments, EPS maintenance, purge, ECN, and deviation management, maintaining of a handbook

## Qualifications for production scheduler

* Bachelor’s degree in Poultry Science, Accounting, or related field, or equivalent experience working in a poultry setting
* Review of the MRP system to assure timely build of product
* Prioritize and build WO's to balance inventory and customer service goals
* Knowledge of the following metrics a plus
* Knowledge of production scheduling techniques is preferred
* Assist running weekly clean-to-starts to determine any existing material shortages that need to be expedited